



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MRRMAR
PO BOX 452081
SAN DIEGO CA 92145-2081

StaO 1320.1
DISBO

02 DEC 1998

STATION ORDER 1320.1

From: Commander
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL ORDERS

Ref: (a) MCO P1000.6F
(b) JFTR (NOTAL)
(c) StaO 7210.5C
(d) Standard Accounting Budgeting and Reporting System
(SABRS) General Users Manual
(e) ABO 7040.2A

Encl: (1) TAD Traveler Information
(2) Sample Format for Modification of TAD Orders

1. Purpose. To promulgate revised instructions for TAD orders for military and civilian personnel.

2. Information

a. TAD orders directing or authorizing travel for all personnel (military and civilian) of this command will be issued by this headquarters per the instructions contained in references (a) through (e).

b. Department heads are responsible for budgeting for TAD within their current year authorization.

3. Definitions and Criteria for Requesting Orders. For the purpose of this Order, the following definitions and criteria will apply:

a. Directed Travel Orders. TAD wherein an individual is directed to perform official government business and is required to travel at government expense.

b. Permissive Travel Orders. TAD whereas an individual is authorized to travel at no expense to the government. All costs of travel must be borne by the traveler, transportation arrangements must also be made by the traveler. These orders will bear the appropriate SABRS remark for non-reimbursement as indicated in SABRS Table 098.

c. Confirmation Orders. Written orders which confirm TAD, directed or permissive, which are verbally authorized by competent authority.

d. Invitational Orders. Travel for an individual (usually a civilian dignitary or officer's spouse) who has been invited to attend a function. Must be approved by higher command.

e. Recurring Orders. The same set of orders may be used more than once during a fiscal year for travel to designated area(s).

f. Hospitalization or Medical Evaluation/Treatment Orders. When it has been determined that local medical facilities are not adequate for the treatment or evaluation of a member, the squadron will initiate a request for travel orders and forward it to the Station Adjutant. The adjutant will request orders via SABRS.

g. TAD Orders which Include Registration Fees. Per reference (b), registration fees for attendance at meetings sponsored by federal agencies and private organizations which include a charge for luncheons or banquets are considered expenses incident to the performance of official travel. All registration fees must also be identified on the TAD request. Some registration fees must be paid in advance of travel by separate funding document which will be prepared by the fund administrator (FA) upon determination that the TAD is funded.

h. TAD Orders Involving the Use of a Rental Car. Authorization for rental car service may be included in travel orders when it is considered to be in the best interest of the government. The following criteria shall be utilized by department heads in determining the need for a rental car:

(1) Use of a rental car will not be authorized when government transportation is available.

(2) Expenditures for rental cars should be held to the absolute minimum, consistent with the transaction of essential Marine Corps business.

(3) The rental service selected shall be that which permits satisfactory accomplishment of the purpose for the travel at the lowest overall cost to the government. SATO considers vehicle rental service in the following order:

(a) Government Services Administration interagency motor pool.

(b) Government Services Administration contract rentals.

(c) Lowest cost commercial rentals other than Government Services Administration contracts.

i. Travel In and Around Local Commuting Area. Reference (e) pertains.

5. Instructions and Procedures

a. Government Card Program. The Assistant Chief of Staff (AC/S), G-1 is responsible for providing guidance for frequent travelers.

b. Requests for Marine Corps Air Station (MCAS) El Toro Funded TAD. Department heads will designate personnel responsible for requesting and approving TAD through SABRS for military and civilian personnel. Orders will bear all applicable remarks as indicated in SABRS Table 098. Submission of each request shall be made as follows:

(1) Travel Purpose Categories. To promote uniformity in the way travel purposes are specified, the following categories have been established and shall be typed in the "Purpose" block of enclosure (1):

<u>PURPOSE CODE</u>	<u>PURPOSE CATEGORY</u>	<u>DEFINITION</u>
A	Recruiting	Self-explanatory
B	Congressional Travel	"
C	Audit and inspection	"
D	Troop Movement	"
E	CMC Conference Attendance Less than 25K	To attend a \$25k a conference convention, or symposium for purposes of observation or
F	Other Conference Attendance Greater Than \$25K	See Purpose Code E
G	Other Conference Attendance Less Than \$25K	See Purpose Code E

- | | |
|--------------------------|--|
| 1 Site Visit | Visit to a particular site in order to personally perform operational or managerial activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; provide technical assistance. |
| 2 Information Meeting | Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of same trip, consider the entire trip to be site visit. |
| 3 Training Attendance | To receive training. |
| 4 Speech or Presentation | To make a speech or presentation, deliver a paper or otherwise take part in a formal program other than a training course. |
| 5 Conference Attendance | See Purpose Code E, CMC Sponsored Greater than \$25K. |
| 6 Relocation | To move from one official duty station to another (same as a permanent change of station (PCS) move). |
| 7 Entitlement Travel | Travel to which an employee (or department) is entitled as a result of an assignment, i.e., official vacation or home leave, medical, emergency and education travel. |

- 8 Special Mission Travel To carry out a special agency mission, i.e., non-combat movements (such as unit deployment) provide security to a person or a shipment (such as diplomatic pouch), move witnesses from residence to other locations, cover travel by federal beneficiaries and other non-employees.
- 9 Other Travel To travel for reasons (purposes) which are not shown in one of the other 15 categories.

(2) Military and Civilian Personnel. The request shall be made by submitting enclosure (1) to the appropriate Fund Administrator (FA). It must reach the FA in sufficient time to allow proper routing to the Order Writing Section (OWS) at least 5 working days prior to the date of commencement of travel. In the event reservations are required from SATO, submission must be made at least 10 working days prior to the date of commencement of travel. In the event that medical treatment is required at another medical facility, enclosure (1) shall be processed per paragraph 4f. After the travel is requested and approved via SABRS, the FA will notify the OWS of the Standard Document Number and FA code.

c. Preparation and Delivery of TAD Orders

(1) Military Personnel. Upon receipt of an approved TAD Order Request, the OWS will authenticate, print, and forward orders for military personnel to the commanding officer of the appropriate squadron for delivery to the Marine.

(2) Civilian Personnel. Authenticated TAD orders for civilian personnel shall be forwarded to the appropriate department.

(3) Modification of TAD Orders. Any changes to TAD Orders required after they have been issued shall be accomplished by issuing a modification to those orders. Requests for modification of TAD orders shall be submitted in the format of enclosure (2).

(4) Retroactive Changes. Volume IV, NAVCOMPT Manual addresses the few occasions when changes may be issued after TAD orders have been executed.

d. Verbal Orders

(1) Approval. During working hours, department heads or in the event of the dispatch of an aircraft, the Commanding Officer, VMR2 may grant approval to order an individual to perform directed TAD travel. In cases of permissive travel, authority shall be obtained from the general staff officer exercising cognizance over the department requesting the orders. After working hours, approval to authorize any TAD travel shall be obtained from the Officer of the Day.

(2) Confirmation Orders. Requests for confirmation orders to support the verbal authorization shall be submitted within 2 working days after the return of the individual directed or authorized to perform the travel. The request shall be processed in accordance with paragraph 5b (2).

6. Government Quarters and Messes. Volume I, paragraph U4400 of reference (b) contains information concerning the utilization of government quarters and messing.

7. TAD in Support of Flight Operations. The following criteria are provided for the payment of transportation costs and per diem for aviation personnel on extended cross country and navigation training flights:

a. Naval Aviators and Naval Flight Officers who are directed to participate in flights away from the home station in support of formal NATOPS syllabus training and assigned missions are deemed to be in an official travel status and are entitled to reimbursement for personal expenses for food, lodging and transportation when the period of official travel exceeds 12 hours. Flight crew or confirmation orders shall be issued in these cases.

b. Enlisted crew members directed to participate in flights away from the home station as members of the crew of mission support aircraft are deemed to be in an official travel status and are entitled to reimbursement for personal expenses for food, lodging and transportation when the period of official travel exceeds 12 hours. Flight crew or confirmation orders shall be issued in these cases.

8. Settlement of Travel Claims. StaO 7210.5D contains detailed procedures for the preparation of travel claims following completion of TAD involving funded travel. Military personnel's TAD orders shall be delivered within 3 working days after the completion of travel to the administrative section of the traveler's squadron for processing by the Finance Office.

Confirmation orders shall be delivered to the administrative section immediately after receipt by the traveler. Civilian personnel are responsible for the preparation of their travel claims and their delivery to the Finance Office (travel branch) within 3 working days after completion of travel. The FA has a collateral responsibility to ensure the timely submission of the travel claim by the personnel executing the orders. * BLOCK 21

a. Collection of Travel Advances. FA's having cognizance of civilian and military travelers will request collection of travel advances by deduction from the traveler's pay when they fail to file a claim within 10 calendar days following their return unless there are extenuating circumstances in which events related to the travel entitlements have not been completed (i.e., hospitalization, further travel, leave or civilian PCS).

b. Reimbursement of Travel Advance. When a traveler's travel advance is determined to be larger than the entitlement they have earned, the traveler's pay is checked for the amount of overpayment. Once checkage appears on a member's Leave and Earning Statement (LES), he/she may arrange a repayment schedule with the Finance Office.


T. A. COUGHLAN
Chief of Staff

DISTRIBUTION: MCAS: A

TAD TRAVELER INFORMATION

Traveler's name: _____
 SSN: _____
 Billet and Rank: _____
 Official Station: _____
 Organizational element: _____
 Telephone number: _____
 Security Clearance: Yes _____ No _____
 Enlisted _____ Officer _____
 Approximate days TAD: _____
 Proceed on/or about date: _____
 Frequent Traveler: _____
 Depart From: _____

(Home Address, BKS, etc.)

Terminate At: _____
 (Same as Depart from address)

Stopping At: _____

Number of days: _____

Commercial: _____
 (Rail) (Air) (Bus)

Government: _____
 (Air) (Veh)

POV Auth: _____
 (Const) (More Advantage)

Purpose: _____

Rental Car Auth: Yes: _____ No: _____

Govt Qtrs avail: Yes: _____ No: _____

Govt Mess Avail: Yes: _____ No: _____

Registration Fee: \$ _____

Does Registration Fee include Meals: Yes _____ No _____

Does Registration Fee include QTRS: Yes _____ No _____

80% Advance Requested: Yes _____ No _____

Type of orders: Directed _____ Permissive _____ Invitational _____

****Traveler is directed to return to the unit orders section for TAD
 modification or further direction in the event, Government Air is
 directed in orders and that mode of transportation is not available.

****In the event mode of travel is directed on a "when available"
 basis traveler is required to obtain certificate of non-availability
 before an alternate mode is used.

ENCLOSURE (1)

SAMPLE FORMAT FOR MODIFICATION OF TAD ORDERS

UNIT LETTER HEAD

1320
5AA
01 Oct 98

From: Commanding Officer
To: Traveler's Name, Travler's SSN

Subj: MODIFICATION OF TAD ORDERS: M6786598TOC0556

1. Your orders are hereby modified to read:XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. Following appropriation to be used for:XXXXXXXXXXXXX

A. BALLARD
By direction

ENCLOSURE (2)



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452006
SAN DIEGO CA 92145-2006

StaO 1320.1 Ch 1
Finance

21 SEP 2000

STATION ORDER 1320.1 CH 1

From: Commanding General
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL ORDERS

Encl: (1) New Enclosure (2)

1. Purpose. To transmit a new page insert and to direct pen changes to the basic Order.

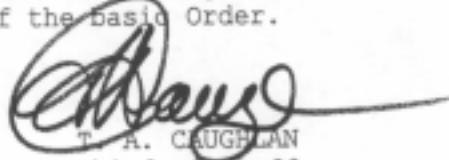
2. Action

a. On page 3, paragraph 5b, delete "MCAS El Toro" and replace it with "MCAS Miramar."

b. On page 6, paragraph 8, second to the last line, delete, "the administrative section of the traveler's squadron for processing by the Finance Office." and replace it with, "the Finance Office by the member for settlement on a one to one basis with a travel clerk or their admin section when mission parameters do not allow for a visit to the Finance Office to be forwarded for settlement."

c. Remove Enclosure (2) and replace it with the corresponding page.

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


T. R. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

StaO 1320.1

SAMPLE FORMAT FOR MODIFICATION OF TAD ORDERS

UNIT LETTER HEAD

1320
Office Code
Date

From: Commanding General
To: Traveler's Name, Traveler's SSN

Subj: MODIFICATION OF TAD ORDERS: M6786598TOC0556

1. Your Orders are hereby modified to read: xxxxxxxxxxxxxxxxxxxxxxxx
xx.

W. G. BOWDON

ENCLOSURE (2)
Ch 1 (21 SEP 2000